

SOCIAL INSURANCE SPECIALIST

CS-0105-11

\$57,960 - \$74,727

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

The Department on Disability Services is seeking an individual to determine the absence or presence of a disability and adjudicates appeals for disability benefits under the Social Security Act. This position is located in the Disability Determination Division. Duties will include but are not limited to:

Reviewing and analyzing evidence of illness, injury, disease or other medical conditions and vocational factors, which prevent an individual from gainful employment, and renders a determination to approve or deny disability benefits. Preparing detailed written analysis explaining the facts of the case and the basis for the decision and provides written notice to the claimant and the Social Security Administration. Maintaining complex and diverse caseloads of Social Security Disability claims, and claims for Supplemental Security Income, at various stages of development, and exercises judgment to insure resolution of all issues. Protecting and safeguarding confidential and sensitive personal, medical, and vocational information in accordance with federal and state mandates.

Determining the medical and vocational information needed to substantiate the claim, analyze medical, vocational, educational and other collateral information received, and integrates those findings with Social Security regulations concerning disability, and with facts of that particular claim. Determining the need for additional medical tests, evaluations or consultative examinations in the fields of medicine, psychology, psychiatry or other specialties, and arranges for expenditure of funds for medical evidence. Preparing written residual functional capacity assessments based on the severity of the medical condition and the nature of the impairment.

Qualifications

Basic Requirements: Applicant must have one (1) year of Specialized Experience at the next lower grade-level. Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to analyzing facts to identify significant factors, gather pertinent data and recognize solutions to determine eligibility for disability benefits.

A combination of education and professional experience working with disability, medical or insurance claims adjudication or investigation, health care, unemployment, workers compensation, social services, or related field.

Bilingual Preferred

Licensure

None

Work Environment

Work is primarily sedentary; however, the incumbent may be required to walk and carry lightweight objects such as files, papers and parcels.